User's Guide

Vehicle Data Screen

Purpose: View or update vehicle information. Fields on this screen won't likely change throughout the life of the vehicle. The only exception could be the title number. A vehicle record should only have to be entered once by the agency first acquiring the vehicle.

Step-by-Step Data Entry Instructions:
 - ➢ **VIN:** Enter the full 17 digit VIN in the VIN data entry field (not the search field at the top of the screen.) Tab out of the field. If a warning message dialog box is displayed, the VIN may be incorrect. The system has a VIN number check feature. This feature is designed to notify users of potential errors primarily in passenger vehicles. If the VIN entered does not conform to VIN standards, a warning message will appear. If the VIN is correct, select OK. If it is incorrect, reenter the VIN in the field provided. (See screen shot of warning message provided at the end of this section.)
 - ➢ **Year**: Enter the four-digit year.
 - ➢ **Make:** Select the "List" button to select the appropriate value.
 - ➢ **Model:** Select the "List" button to select the appropriate value.
 - ➢ **Body Style:** Use the drop down to select the appropriate value.
 - ➢ **Color:** optional
 - ➢ **Category:** Use the drop down to select the appropriate value.
 - ➢ **Subcategory:** Use the drop down to select the appropriate value. (Note: It is important to enter this accurately for DNR Alternative Fuel reporting purposes.)
 - ➢ **Passenger Capacity:** optional
 - ➢ **GVWR:** (Gross Vehicle Weight Rating) enter the GVWR. (Note: It is important to enter this accurately for DNR Alternative Fuel reporting purposes.)
 - ➢ **Engine Size:** optional
 - ➢ **Drive Type Description**: Use the drop down to select the appropriate value.

Vehicle Data Screen (continued)

- ➢ **Last Meter Reading**:
  - ▪ For new acquisitions, the last meter reading may be the same as the acquisition meter reading.
  - ▪ The Last Meter Reading field will auto fill the value in the Beginning Meter Reading field on the Utilization Screen.
- ➢ **Warranty Miles:** Optional
- ➢ **Warranty Months:** Optional
- ➢ **Tire Specifications:** Optional
- ➢ **Fuel Configuration:** Use the drop down to select appropriate value.
- ➢ **DNR Classification:** This field is defaulted based on the Vehicle Subcategory selected. (See the Vehicle Category and Subcategory table for more information.) The default value can be changed if necessary.
- ➢ **CAFÉ Rating**: The EPA publishes CAFÉ (Corporate Average Fuel Economy) Ratings for each vehicle, each model year. This is an optional field because café ratings are not available at the beginning of the model year. For new vehicle acquisitions, this field will need to be completed prior to submission of the DNR Annual Alternative Fuel Report after fiscal year end. Agencies will receive more information on CAFÉ ratings from the DNR Energy Center and/or State Fleet Management as needed.
- ➢ **AFV Date Converted** (AFV = Alternative Fuel Vehicle) Enter this date only if the vehicle was converted from a conventional fuel vehicle to an alternative fuel vehicle.
- ➢ **Meter Type**
  - ▪ M (Miles) default for all vehicles
  - ▪ H (Hours)
  - ▪ None - default when vehicle category is equal to trailer
- ➢ **Transmission Type**
  - ▪ A (Automatic) default for all vehicles
  - ▪ M (Manual)
  - ▪ None, default when vehicle category is equal to trailer
- ➢ **Alternative Fuel Vehicle Indicator:** This field defaults based on the Fuel Configuration selected. The default value can be changed if necessary.
- ➢ **DNR Exempt Indicator:** This field is defaulted based on the Vehicle Subcategory selected. (See the Vehicle Category and Subcategory table for more information.) The default value can be changed if necessary.

When data entry is complete, hit the submit button. If a change needs to be made, type over the incorrect data and hit submit again.

Vehicle Data Screen (continued)

VIN Number Check Feature:

The following warning message appears when the system identifies a VIN that does not conform to standards. Please verify the VIN and either select the "OK" button or reenter the VIN in this window, hit submit and return to the Vehicle Data Screen.